

**Tour Programme for 4<sup>th</sup> quarter of AMG-I(AP-Misc)**

**Manned by: S/Shri**

**1.Rahul Mahapatra, AAO**

**2.Ashish Kumar, AAO (wef 08.01.25)**

**3.Sanjeet Kumar, AAO (P) (wef 08.01.25)**

| Sl. No  | Name, address & Contact no. of the auditee.   | Audit Type   | Period of audit                         | No. of days | Holidays                 |
|---|---|--|---|-------------|--------------------------|
| <b>Transit to Talcher from Headquarters on 02.01.2025(FN)</b> |   |  |   |             |                          |
| 1.  | Deputy Director Of Mines, Talcher<br>At-Hatatota, PO-Talcher, Dist-Angul, PIN-759100                  | <ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li><li>• Scrutiny of press clipping/complaint cases (if any</li></ul> | <b>02.01.2025<br/>To<br/>16.01.2025</b> | 11 days     | Jan-05,11,12,14          |
| <b>Transit to Sambalpur on 17.01.2025</b>                     |   |  |   |             |                          |
| 2.  | Deputy Director Of Mines, Sambalpur<br>Kacheri Road, Near Jama Masjid complex, Sambalpur, PIN-768001  | <ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li><li>• Scrutiny of press clipping/complaint cases (if any</li></ul> | <b>18.01.2025<br/>To<br/>07.02.2025</b> | 16 days     | Jan-19,23,25,26          |
| <b>Transit to Koira on 09.02.2025(Holiday)</b>                |   |  |   |             |                          |
| 3.  | Deputy Director Of Mines, Koira, Sundergarh<br>At/Po-Barbil Road, Koira, Dist- Sundargarh, PIN-770048 | <ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li><li>• Scrutiny of press clipping/complaint cases (if any</li></ul> | <b>10.02.2025<br/>To<br/>21.02.2025</b> | 11 days     | Feb-08,09,16,22          |
| <b>Transit to Jodaon 23.02.2025(Holiday)</b>                  |   |  |   |             |                          |
| 4.  | Deputy director of mines, Joda<br>At Baneikala, P.O: Joda, District: Keonjhar PIN-758031              | <ul style="list-style-type: none"><li>• Compliance Audit for the FY 2023-24 and other activities, schemes &amp; policies etc.</li><li>• Scrutiny of press clipping/complaint cases (if any</li></ul> | <b>24.02.2025<br/>To<br/>12.03.2025</b> | 12 days     | Feb-26,2,5,8,9<br>Mar-02 |
| <b>Transit to Bhubaneswar on 05.03.2025(Holiday)</b>          |   |  |   |             |                          |

## Mandatory Instructions to Field Parties

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR:** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy and again sent to official E-mail of BO/AMG-I(Vetting) and AMG-I(Hqr)ID- [barikhs.odi.sca@cag.gov.in](mailto:barikhs.odi.sca@cag.gov.in) within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. Adherence to the **guidance note** issued by Headquarter vide No. 226-09-PPG/2017 dated 23/08/2017 and new **auditing standard** issued by C&AG should be strictly followed.
9. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
10. **Man-days may be surrendered**, if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
11. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Vetting cell before proceeding to Field unit.
12. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly. Further clarification/documents sought for at the time of vetting may be complied immediately.
13. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
14. **Desk review** should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
15. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.
16. **Non-Production of records: - All records which are not provided should be part of the Draft Report. Non-production of records is also to be included as a Para in Exit Meeting with the Head of the Organisation/entity.**



Sr. Audit Officer/AMG-I (Hqrs.)

AMG-I(Hqrs.)/04/Misc. Posting of Field Parties/2024-25/786

Date: 03.02.2025

Copy forwarded to: -

1. P.A to D.A.G(AMG - I)
2. Sr. A.O/ AMG -I(Vetting)
3. BO/EDP Cell
4. T.D. Seat/Spare Copy/Person Concerned



Sr. Audit Officer/AMG-I (Hqrs.)